

Welcome

As outlined in the Blueprint for British Tennis, the LTA recognises the vital contribution clubs make to our sport across the country. To build on this, we are committed to supporting you in the development of your club's tennis programmes, coaches and volunteers, and in the provision of competitive opportunities for your members, particularly juniors. Increasing junior competition is a key focus of the LTA and is critical if British tennis players are to succeed at a world-class level.

We know that there are hundreds of great tennis clubs across Britain delivering fantastic tennis opportunities to their members and non-members alike. We have developed Tennis Clubmark to recognise and reward clubs for the important contribution they make in developing tennis players and to British tennis in general.

Tennis Clubmark is the LTA's club accreditation programme. All types of tennis club are eligible to apply, including traditional tennis clubs, school clubs and those operating within the commercial sector. Achieving Tennis Clubmark means the LTA endorses and supports the tennis programmes your club delivers on court, and the policies and procedures you have in place off court. These are crucial to ensuring that your club is managed effectively and that you provide a safe environment for junior members to enjoy and play tennis.

Tennis Clubmark provides a framework to help clubs improve themselves, and to ensure that their programmes, policies and procedures are all in line with best practice. This isn't a tick box accreditation exercise. Rather, in achieving Tennis Clubmark you are demonstrating your contribution to the delivery of the Blueprint, by improving the quality of your **club**, the **coaches** that work within your club environment and the **competition** that your club delivers.

Congratulations on taking the first step on the pathway to securing Tennis Clubmark... and good luck!



Roger Draper
Chief Executive

Introduction

What is Tennis Clubmark?

Clubmark was introduced in 2002 by Sport England to:

- Develop a set of common criteria to ensure that consistent best practice and minimum operating standards are delivered in accredited clubs, whatever the sport.
- To empower parents and carers when choosing a club for their children.
- To ensure that Clubmark accredited clubs are recognised through a common approach to branding.
- To provide a forum to support good practice in sports clubs working with children and young people.

Clubmark is being implemented across 24 sports. Each National Governing Body administers its own version of Clubmark (including standardised criteria) and the overall programme is supported by Sport England.

Tennis Clubmark is the LTA's quality accreditation endorsement for clubs. It has been built on the standard Clubmark criteria and customised to ensure that it is relevant to tennis. All clubs awarded with Tennis Clubmark:

- Deliver appropriate tennis opportunities to all players whatever their ability.
- Provide regular competitive opportunities for their members, particularly juniors.
- Ensure the well-being of young tennis players whilst in the care of adults other than their legal parents and carers.
- Enthuse tennis players to enjoy tennis and perform to the best of their ability.
- Enable tennis players to optimise their talents and personal ability.
- Identify and support the development of the most talented tennis players.

Tennis Clubmark incorporates Mini Tennis and will replace Mini Tennis accreditation to become the LTA's standard for a great club.

The benefits of Tennis Clubmark

"Clubs that have joined the scheme are finding it well worth it. By having recognised standards of child protection, coaching, equity and good management they find it easier to attract and keep members, improve the club's profile and build for the future."

Roger Draper, Chief Executive, Lawn Tennis Association.

Tennis Clubmark provides you with the tools and resources you need to ensure your club is delivering a quality tennis development programme and operating in line with best practice. Tennis Clubmark is not intended to be difficult to achieve or complicated to apply for, but you will need to do some work to ensure that your club meets the minimum criteria. These criteria are explained in more detail later on in this resource pack.

Clubs awarded Tennis Clubmark have seen many tangible benefits

- **Club development:** the foundation for any club is its structure for young tennis players. By encouraging and attracting young tennis members, you will build a strong future.
- **Increased membership:** addressing issues like opportunities for all and child protection gives parents and carers confidence when choosing a club for their children.
- **Staff development:** as part of Tennis Clubmark, clubs receive help in developing the skills of their coaches and volunteers.
- **Raised profile:** once Tennis Clubmark accredited, clubs will be listed on a national database and in other directories (e.g., Mini Tennis website), to help them attract new members and grow.
- **Access to funding:** because it has become such a well-known accreditation programme, many funders are stipulating that the clubs they work with need to achieve Clubmark status.

What will your club receive as a result of achieving Tennis Clubmark?

- Tennis Clubmark certificate and plaque that can be displayed at your club.
- Eligibility for LTA funding.
- Permission to use the Tennis Clubmark logo on your club's literature.
- Permission to display the Tennis Clubmark logo within your clubhouse.
- Free publicity on the national Clubmark website www.clubmark.org.uk

Applying for Tennis Clubmark

Who can apply?

Tennis Clubmark is available to all affiliated clubs in England, Scotland and Wales. The term 'clubs' should be considered in the broadest context. It includes:

- Commercial clubs
- Community clubs
- Indoor Tennis Initiative clubs
- Local Authority sites such as leisure centres
- Schools
- Sports centres
- Traditional tennis clubs
- Multi sports clubs

How to apply

If you wish to apply for Tennis Clubmark accreditation you should contact your LTA county office. They will provide you with a resource pack and evidence file. The application process is summarised below.

Application and support process



How your file will be assessed

A trained LTA officer will assess your Tennis Clubmark evidence file within 4 weeks of submission. If all the supporting documentation is in place, your club will then receive an assessment visit, conducted by an LTA trained officer.

Review and re-accreditation

Tennis Clubmark is not intended to be a one-off quality accreditation award but an evolving process, capable of supporting your club as it continually improves and develops.

Annual review – one year on from accreditation you will be asked to review your club's progress towards achieving the agreed club action plan, and to complete a new action plan for the coming year. You will also need to complete the Tennis Clubmark annual health check, to confirm your club continues to meet Tennis Clubmark standards. Your county office will contact you 28 days prior to the annual review date and support you through this process.

Re-accreditation – you will need to re-apply for Tennis Clubmark status after 4 years. For Tennis Clubmark to be valued as a kite mark for quality, it is vital that accredited clubs are reviewed annually and that they resubmit their files every 4 years to ensure continued adherence to best practice. Your county office will contact you 1 year before re-accreditation is due. Of course, many of the documents you prepared for initial accreditation will still be relevant. However, policies change and club personnel come and go, so it is likely that some additional work will be required to secure re-accreditation.

De-accreditation – For Tennis Clubmark to be valued as a kite mark for quality, clubs that do not continue to meet minimum standards must be de-accredited.

If you are struggling to meet the requirements of Tennis Clubmark or need any additional support please contact your county office. If you fall below the required standard your club will be given notice of de-accreditation in writing. You will then have 21 days to achieve the necessary standards, failing which a letter will be sent to your club, by the county office, confirming removal of Tennis Clubmark status.

Appeals process

You have 28 days to lodge an appeal in writing to the county office. The appeals panel will consist of:

- Head of County and Club Relations
- LTA National Club Development Manager
- Tennis Operations Manager
- External NGB Clubmark officer

The appeals process will be managed fairly and independently. The LTA officers who made the initial recommendation will not be involved in the appeals process or the re-assessment.

Using the Tennis Clubmark resource file

This resource folder guides you through the entire process of securing Tennis Clubmark accreditation for your club.

How to navigate this resource folder

This folder provides you with:

- Full details of the Tennis Clubmark criteria.
- Resources to help you produce the necessary documentation.
- Space to store your supporting evidence.

And it is split into 4 sections:

- Section 1 - Club action planning
- Section 2 - Tennis programmes
- Section 3 - Policies and procedures
- Section 4 - Club management

Each section starts with a **checklist**, listing all the documents you will need to provide in order to secure Tennis Clubmark accreditation. Following the checklist there are **guidance notes**, **resources** and **templates** to help you through this process.

Where a template has been provided (a club constitution, for example) you may feel that your own *existing* documentation addresses all the relevant issues and that you should continue using it. However, if you do not have your own documentation, you can easily adapt these templates to meet the exact requirements of your club. If you do use any of these templates, you should **seek legal advice** and check **appropriateness** before wider dissemination to your members and users.

What your club needs to do

You need to **review** the resources already provided by your club, **identify** where additional resources need to be developed, and **decide** on the best methods for producing these resources.

You also need to build a portfolio of evidence for your club. For ease of reference, it is recommended that evidence is stored at the back of the corresponding section in your folder. Once all your evidence has been collated the folder can then be submitted to your county office for assessment.

Who keeps the folder?

When it is not being assessed, the Tennis Clubmark folder should be retained at your club. But it shouldn't just sit on a shelf gathering dust; it should be a document that you refer to time and time again.

Tennis Clubmark top tips

Are you thinking about applying for Tennis Clubmark?

If the answer is **yes**, then here are some tips to get you well on your way to success.

1. Identify one person to lead the process!
2. Contact your county office to access support and advice.
3. Nominate individuals to manage each section (and try to choose people who already have expertise in these areas):
 - Club action planning
 - Tennis programmes
 - Policies and procedures
 - Club management
4. Contact your county office and inform them of your training requirements.
5. Book your place on courses in plenty of time.
6. Ensure everyone reports back on a monthly basis to discuss progress and highlight issues.
7. Use the resources provided in your Tennis Clubmark manual.
8. Contact your county office regularly, to keep them informed of your progress.
9. Congratulate yourselves on achieving Tennis Clubmark – you deserve it.
10. Ensure you keep your club action plan up to date, ready for your annual health check.

Tennis Clubmark criteria

This section provides a quick summary of the criteria that you will need to satisfy if your club is to become Tennis Clubmark accredited. These criteria are explained in detail later on in the folder.

1 Club action planning

- 1.1 Club action plan
- 1.2 Club business plan (desirable)

2 Tennis programmes

- 2.1 Inclusive tennis programme
- 2.2 All year round coaching programme
- 2.3 All year round competition programme
- 2.4 Talent attraction, identification and development programme
- 2.5 Links with schools
- 2.6 Links with other clubs (desirable)
- 2.7 Appropriate facilities
- 2.8 Attendance registers

3 Policies and procedures

3.1 Child protection

- 3.1.1 Guidelines for child protection
- 3.1.2 Code of conduct for people working with children
- 3.1.3 Child protection policy
- 3.1.4 Guide to safer recruitment
- 3.1.5 Self-declaration form for coaches and volunteers
- 3.1.6 Use of images of children and young people policy
- 3.1.7 LTA/UKCC child protection workshop – 2 members to attend (including 1 coach)
- 3.1.8 Guidelines for travelling and staying away
- 3.1.9 Junior club membership form
- 3.1.10 Trip and activity consent form
- 3.1.11 Incident report form

3.2 Equality and diversity

- 3.2.1 Constitutional commitment to open access
- 3.2.2 Equality and diversity policy
- 3.2.3 Runningsports 'A club for all' workshop – 1 club member to attend
- 3.2.4 Sportscoach UK's 'Equity in your coaching' workshop – 1 coach to attend

3.3 Codes of practice

- 3.3.1 Code of practice for parents and guardians/carers
- 3.3.2 Code of practice for young people
- 3.3.3 Coloured tennis/sports clothing

3.4 Health and safety

- 3.4.1 First aid equipment at coaching and competition sessions
- 3.4.2 First aid qualifications for coaches
- 3.4.3 Guidelines for dealing with an incident/accident
- 3.4.4 Accident report form
- 3.4.5 Risk assessment form for facilities
- 3.4.6 Risk assessment form for coaches

4 Club management

4.1 Communicating with members

- 4.1.1 Opportunities for members to contribute to the running of the club
- 4.1.2 Information for new members
- 4.1.3 Regular information for members
- 4.1.4 Providing the LTA with details of your playing members

4.2 Promoting your club

4.2.1 Promoting your club and coaching programmes

4.3 Managing your workforce

4.3.1 Volunteer policy

4.3.2 Roles and responsibilities for volunteers and paid employees

4.3.3 Volunteer recruitment checklist

4.3.4 Volunteer agreement form

4.3.5 Coach, referee and volunteers recruitment log

4.3.6 Consultancy agreement for coaching services

4.3.7 Head Coach job description

4.3.8 Development Coach/Tennis Assistant job description

4.3.9 Junior Co-ordinator job description

4.3.10 Coach licensing and registration

Section 1:

Club action planning

Section 1 - Club action planning

Introduction and Tennis Clubmark requirements

The club action plan helps you to **measure progress** and set **priorities for the coming year**. Your county office will support you in completing this plan. The necessary forms are included in the resource area of section 1. They are also available electronically.

1.1 - Club action plan

The club action plan provides you with a framework for focusing the development of your club and tracking its progress. You can use it to set your activity **priorities** for the coming year, to identify the **resources** you require, to decide who is responsible for ensuring your **targets** are met, and to assess the **impact** this will have on your club.

Activity priorities can range from developing Mini Tennis courts and indoor airhalls, to working more closely with local schools and increasing junior membership. Your LTA county office has lots of ideas to get you started and can help you to identify where your energy should be focused.

Requirements for meeting Tennis Clubmark criteria

Include your completed club action plan as evidence, at the back of this section.

1.2 - Club business plan

It is good practice to develop an annually updated business plan for your club, to assist with planning and expenditure. This is not an essential requirement for securing Tennis Clubmark and you won't be penalised for failing to submitting a business plan. However, it is strongly recommended that you work towards one, as this could help you to secure funding for capital projects.

Requirements for meeting Tennis Clubmark criteria

Not a required element, although it is desirable. If your club has a business plan, you should attach it to the back of this section.

Section 1 - Club action planning Criteria

Here is a summary of the information you need to produce and enclose within your evidence file to satisfy the requirements of section 1.

Section 1 - Club action planning

Ref	Criteria	Evidence required	Essential/ Desirable
1.1	Club action plan A club action plan needs to be completed and included in your folder. This must be done on an annual basis, as part of the Tennis Clubmark annual review.	Completed plan	Essential
1.2	Club business plan Although it is good practice for clubs to develop an annually updated business plan, this is not an essential requirement for securing Tennis Clubmark. Please remember that a business plan can help you to secure funding.	Copy of plan	Desirable

Section 1: Club action planning

Resources

The LTA has produced the following resources to help you complete this section of your Tennis Clubmark folder:

- Club action plan template (1.1)
- Club business plan template (1.2)

Section 1:

Club action planning

Evidence file

Section 1 - Club action planning Evidence file

We enclose the following evidence in support of our club's Tennis Clubmark application:

(Please **tick** all the relevant boxes to confirm the evidence you have enclosed.)

Section 1 - Club action planning

Ref	Criteria	Evidence required	Essential/ Desirable	Enclosed in evidence file
1.1	Club action plan A club action plan needs to be completed and included in your folder. This must be done on an annual basis, as part of the Tennis Clubmark annual review.	Completed plan	Essential	
1.2	Club business plan Although it is good practice for clubs to develop an annually updated business plan, this is not an essential requirement for securing Tennis Clubmark. Please remember that a business plan can help you to secure funding.	Copy of plan	Desirable	

Section 2:

Tennis programmes

Section 2 - Tennis programmes

Introduction and Tennis Clubmark requirements

Delivering 'year round' coaching and appropriate competition is vital if you are to keep your club vibrant and your members motivated to come back to you, time and again.

A variety of coaching sessions needs to be offered, to cater for customers of all ages and abilities. And whilst coaching programmes are really important, most players also want to compete at some level, so make sure you run a range of competitions to keep your members challenged!

A key objective of the LTA is to create more opportunities for more players to compete on a regular basis, with a particular emphasis on juniors. Clubs play a vital role in assisting the LTA to meet this objective. Together we can ensure that we get as many young players as possible on the winning player pathway.

The LTA's county-based delivery team and volunteers are here to assist you in developing tennis programmes that will help your club become more successful.

2.1 - Tennis programme

A requirement of Tennis Clubmark is that you produce a documented tennis programme, listing all your tennis coaching and competition activities for adults and juniors, and detailing who is responsible for their delivery. Understanding what you deliver will help you identify any gaps in your programme and to plan for its successful expansion.

The head coach in your programme must be an LTA Licensed Coach who is based at a club or facility affiliated to the LTA. To continue to be recognised as a Tennis Clubmark club you will need to always make sure your head coach is licensed.

You should also ensure that your tennis programme is inclusive and can accommodate all members of the community who wish to participate. You should consider the needs of all individuals when planning your tennis programme and ensure that coaching sessions and competitions are planned with the needs of all individuals in mind.

Requirements for meeting Tennis Clubmark criteria

Submit a copy of your club's inclusive tennis programme.

2.2 - All year round coaching programme

It is very important that clubs provide a comprehensive all year round coaching programme for juniors and adults. The key requirements for Tennis Clubmark are:

- Year round coaching sessions that introduce beginners of all ages (from 5 years old) using red, orange and green balls, suitable equipment and an appropriately sized court.
- Year round coaching sessions for players of all ages and abilities to enable progression.
- A range of holiday coaching activities.
- A player/coach ratio that meets LTA guidelines (see below).

Age	Ratio
4 years	1:4
5-6 years	1:6
7-8 years	1:8
8-9 years	1:10
10 years +	1:12
Performance groups (8 and over)	1:4 – 1:6

These rough guidelines and are subject to the experience of the coach and players, and the purpose of the session.

Requirements for meeting Tennis Clubmark criteria

Provide a summary of your club's summer and winter coaching programme, demonstrating that the above criteria are being met.

2.3 - All year round competition programme

It is very important that clubs provide a comprehensive all year round competition programme for juniors and adults. Competition is a vital component in developing young tennis players as well as ensuring that members are motivated to keep playing.

The key requirements for Tennis Clubmark are:

- Competition integrated into all coaching sessions.
- An all year round planned structure of regular intra-club competition for all ages and abilities.
- Opportunity for players to take part in regular inter-club competitions or leagues.
- Hosting of inter-club competition/leagues at all levels.

Requirements for meeting Tennis Clubmark criteria

Provide a summary of your club's summer and winter competition programme, demonstrating that the above criteria are being met.

2.4 - Talent attraction, identification and development programme

To maintain a steady flow of British world-class players we must be able to spot potential performance players at a young age. Having identified those with the skills to become the top players of tomorrow, we can then provide the right coaching and support. All clubs have a key role to play in **attracting** potentially talented players, **identifying** talented players and ensuring that talented players are **fully developed**.

The LTA has put in place a robust, systematic player development structure that every player, coach and parent can understand. In the past there has been too much confusion.

The role of clubs is:

Talent attraction – attracting young players into tennis, from all parts of the local community, and providing quality tennis programmes to keep them in the game and competing regularly.

Talent identification – identifying young players with a natural talent for the game, athletic ability, keenness and a love of tennis, the appetite and potential to improve basic technique, and the desire and ability to compete in matches and tournaments on a regular basis. Clubs and coaches should use the LTA's talent identification systems and procedures to identify talented young players, ensuring that they are seen by talent and performance co-ordinators at county, regional and national talent identification days. At these talent identification days, our coaches will assess hundreds of young players, based on their tennis skills, co-ordination and athletic ability.

Talent development – once identified, talented young players need to be provided with the right development programmes, and high quality training and coaching, as well as regular competition. Extra support is always available for clubs and coaches that are nurturing talented young players – your county office and your talent and performance co-ordinators are ready and waiting to offer assistance.

Requirements for meeting Tennis Clubmark criteria

To meet the requirements of Tennis Clubmark you will need to outline your club's talent attraction, identification and development programme. This should be developed in conjunction with your county office, as it must be correctly aligned with the LTA's talent identification and development system.

2.5 - Links with schools

Clubs play a key role in developing successful partnerships and links with schools. These links are central to the recruitment of more youngsters into your junior sections.

Tennis Clubmark clubs should link with at least 1 local school. As a minimum, you should give details of your club to local schools. Ideally, you will aim for a comprehensive programme of interaction, including regular tennis activity at the school(s), visits by the coach and opportunities for school pupils to play at your club.

Requirements for meeting Tennis Clubmark criteria

You must develop and document links with at least 1 local school. You should also put in place a club-school partnership agreement with all the schools you work with.

2.6 - Links with other clubs

This is not an essential requirement of Tennis Clubmark. However, clubs can gain substantial benefit from linking with other tennis clubs in their local area. For example, you can share coaches and work together to deliver competitions.

Requirements for meeting Tennis Clubmark criteria

This is not an essential part of Tennis Clubmark, but it certainly is good practice to find a club, satellite club or High Performance Centre that you would like to work with.

2.7 - Appropriate facilities

Each stage of Ariel Mini Tennis has specifically designed rackets, balls and courts to suit the size and ability of the player. Adult rackets and balls are not suitable. Adapted equipment, such as shorter rackets and low bouncing balls, allows children, disabled people and those who are new to tennis to develop tactics, construct points and get maximum enjoyment out of the game.

To become Tennis Clubmark accredited you must commit to using appropriate rackets and balls at each stage of Ariel Mini Tennis (including play outside of lessons) and, ideally, provide permanently marked red and orange courts. If permanently marked courts cannot be provided then temporary lines should be used to mark modified courts.

Access to quality tennis playing facilities and appropriate ancillary facilities (e.g., clubhouses and toilets) should also be provided for your members. You must also consider whether your club's playing and ancillary facilities are accessible to disabled people, and take steps to make reasonable alterations to improve accessibility.

Requirements for meeting Tennis Clubmark criteria

Details of your club's playing and ancillary facilities, together with a commitment to using appropriate equipment and ensuring facilities are accessible.

2.8 - Attendance registers

It is good practice for clubs to record attendance at junior coaching sessions and competitions.

Requirements for meeting Tennis Clubmark criteria

Submit copies of your junior attendance records and explain how these records are maintained.

Section 2 - Tennis programmes

Criteria

Here is a summary of the information you need to produce and enclose within your evidence file to satisfy the requirements of section 2.

Section 2 - Tennis programmes

Ref	Criteria	Evidence required	Essential/ Desirable
2.1	<p>Inclusive tennis programme</p> <ul style="list-style-type: none"> • A documented inclusive tennis programme. • The head coach in your programme must be an LTA Licensed Coach who is based at a club or facility affiliated to the LTA. • To continue to be recognised as a Tennis Clubmark club you will need to always make sure your head coach is licensed. 	Copy of the club's inclusive tennis programme	Essential
2.2	<p>All year round coaching programme</p> <ul style="list-style-type: none"> • Year round coaching sessions that introduce beginners of all ages (from 5 years old) using red, orange and green balls. • Year round coaching sessions for players of all ages and abilities to enable progression. • A range of holiday coaching activities. • A player/coach ratio that meets LTA guidelines. 	Summary of the club's summer and winter coaching programme	Essential
2.3	<p>All year round competition programme</p> <ul style="list-style-type: none"> • Competition integrated into all coaching sessions. • An all year round planned structure of regular intra-club competition for all ages and abilities. • Opportunity for players to take part in regular inter-club competitions or leagues. • Hosting of inter-club competition/leagues at all levels. 	Summary of the club's summer and winter competition programme	Essential

Ref	Criteria	Evidence required	Essential/ Desirable
2.4	<p>Talent attraction, identification and development programme</p> <ul style="list-style-type: none"> You must be able to demonstrate how your club works to attract young players, identify those who are talented and develop their abilities. 	Details of the club's talent programme	Essential
2.5	<p>Links with schools</p> <ul style="list-style-type: none"> Link with at least 1 local school. As a minimum, you should give details of your club to local schools. Ideally, you will aim for a comprehensive programme of interaction, including regular tennis activity at the school(s), visits by the coach and opportunities for school pupils to play at your club. 	Documented club-school links	Essential
2.6	<p>Links with other clubs</p> <ul style="list-style-type: none"> Not an essential part of Tennis Clubmark. However, clubs can gain substantial benefit from linking with other tennis clubs in their local area. For example, you can share coaches and work together to deliver competitions. 	Summary of your relationship with other clubs	Desirable
2.7	<p>Appropriate facilities</p> <ul style="list-style-type: none"> A commitment to using the correct courts and equipment (rackets, balls, nets) for red, orange and green. Access to appropriate tennis courts for older juniors and adult players. Access to appropriate ancillary facilities. Commitment to ensuring your facilities are accessible to disabled people. 	Details of the facilities and a commitment to the use of appropriate equipment	Essential
2.8	<p>Attendance registers</p> <ul style="list-style-type: none"> The club records attendance at junior coaching sessions and competitions. 	Copies of attendance records and the process for their completion	Essential

Section 2:

Tennis programmes

Resources

The LTA has produced the following resources to help you complete this section of your Tennis Clubmark folder:

- Recommended structure for an inclusive tennis programme (2.1)
- Winter and summer coaching programme template (2.2)
- Winter and summer competition programme template (2.3)
- Guide to producing a tennis attraction, identification and development programme (2.4)
- Links with schools – activities checklist / summary of schools programme template (2.5)
- Links with clubs – summary of your relationship with other clubs (2.6)
- Ariel Mini Tennis – a guide to courts and equipment (2.7)
- The Disability Discrimination Act frequently asked questions (2.7)
- Attendance register template (2.8)

Section 2: Tennis programmes

Evidence file

Section 2 - Tennis programmes Evidence File

We enclose the following evidence in support of our club's Tennis Clubmark application:

(Please **tick** all the relevant boxes to confirm the evidence you have enclosed.)

Section 2 - Tennis Programmes

Ref	Criteria	Evidence required	Essential/ Desirable	Enclosed in evidence file
2.1	<p>Inclusive tennis programme</p> <ul style="list-style-type: none"> • A documented inclusive tennis programme. • The head coach in your programmes must be an LTA Licensed Coach who is based at a club or facility affiliated to the LTA. • To continue to be recognised as a Tennis Clubmark club you will need to always make sure your head coach is licensed. 	Copy of the club's inclusive tennis programme	Essential	
2.2	<p>All year round coaching programme</p> <ul style="list-style-type: none"> • Year round coaching sessions that introduce beginners of all ages (from 5 years old) using red, orange and green balls. • Year round coaching sessions for players of all ages and abilities to enable progression. • A range of holiday coaching activities. • A player/coach ratio that meets LTA guidelines. 	Summary of the club's summer and winter coaching programme	Essential	

Ref	Criteria	Evidence required	Essential/ Desirable	Enclosed in evidence file
2.3	<p>All year round competition programme</p> <ul style="list-style-type: none"> • Competition integrated into all coaching sessions. • An all year round planned structure of regular intra-club competition for all ages and abilities. • Opportunity for players to take part in regular inter-club competitions or leagues. • Hosting of inter-club competition/leagues at all levels. 	Summary of the club's summer and winter competition programme	Essential	
2.4	<p>Talent attraction, identification and development programme</p> <ul style="list-style-type: none"> • You must be able to demonstrate how your club works to attract young players, identify those who are talented and develop their abilities. 	Details of the club's talent programme	Essential	
2.5	<p>Links with schools</p> <ul style="list-style-type: none"> • Link with at least 1 local school. • As a minimum, you should give details of your club to local schools. • Ideally, you will aim for a comprehensive programme of interaction, including regular tennis activity at the school(s), visits by the coach and opportunities for school pupils to play at your club. 	Documented club-school links	Essential	
2.6	<p>Links with other clubs</p> <ul style="list-style-type: none"> • Not an essential part of Tennis Clubmark. • However, clubs can gain substantial benefit from linking with other tennis clubs in their local area. • For example, you can share coaches and work together to deliver competitions. 	Summary of your relationship with other clubs	Desirable	

Ref	Criteria	Evidence required	Essential/ Desirable	Enclosed in evidence file
2.7	<p>Appropriate facilities</p> <ul style="list-style-type: none"> • A commitment to using the correct courts and equipment (rackets, balls, nets) for red, orange and green. • Access to appropriate tennis courts for older juniors and adult players. • Access to appropriate ancillary facilities. • Commitment to ensuring your facilities are accessible to disabled people. 	Details of the facilities and a commitment to the use of appropriate equipment	Essential	
2.8	<p>Attendance registers</p> <ul style="list-style-type: none"> • The club records attendance at junior coaching sessions and competitions. 	Copies of attendance records and the process for their completion	Essential	

Section 3:

Policies and procedures

Section 3 - Policies and procedures

Introduction and Tennis Clubmark requirements

The LTA has produced a range of resources and best practice documentation to assist you in developing your clubs policies and procedures. Resources have been developed under the categories of **child protection, equality and diversity, codes of practice** and **health and safety**.

3.1 - Child protection

Every year, millions of young people, coaches, officials and other volunteers derive fun, satisfaction and personal achievement from belonging to a sports club. At the same time, there are growing demands for quality and professionalism, as well as a greater need for everybody to be aware of child protection and safety issues.

It is the duty of every club to give serious consideration as to how it conducts activities, and to take all reasonable steps to ensure that participants, visitors and volunteers can enjoy tennis in a safe environment. That obligation is particularly important with regard to the safety and welfare of young tennis players.

Child protection is a key element of Tennis Clubmark. Clubs seeking Tennis Clubmark accreditation are required to have rules, policies and procedures relating to safety and best practice. Clubs must familiarise themselves with the LTA's child protection measures and adhere to them fully.

Requirements for meeting Tennis Clubmark criteria

Your club must implement rules, policies and procedures relating to safety and best practice in child protection. Your club coach and one other club representatives will need to attend the LTA/UKCC child protection workshop.

3.2 - Equality and diversity

Tennis Clubmark clubs should be accessible to everyone, so it is important that the right culture is promoted. Your policies, practices and club ethos must encourage all members to adopt an inclusive and child-friendly approach to tennis.

Simply adopting new policies and gaining accreditation will not change the atmosphere of an unwelcoming club. A club management group must assume responsibility for ensuring that your club is always open, child-friendly, and free from discrimination or unfair behaviour.

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

Requirements for meeting Tennis Clubmark criteria

- Your club must implement rules, policies and procedures relating to equality and diversity. Club representatives are also required to attend the following training courses:
- **A club for all** – welcoming all members of the community. This course is offered through the Runningsports programme and must be attended by 1 club member.
- **Equity in your coaching practice** – this course is run by sportscoach UK and must be attended by your club coach.

3.3 - Codes of practice

Codes of practice help people to know exactly what is expected of them, help the club to run smoothly and contribute to an excellent club atmosphere. Tennis Clubmark provides parents, guardians and children with practical guidelines to ensure that everyone benefits from a safe, enjoyable environment, on and off the court.

Requirements for meeting Tennis Clubmark criteria

Your club should make copies of these guidelines available to all parents and guardians.

3.4 - Health and safety

Health and safety is extremely important to all tennis clubs and organisations. You have an obligation to ensure the health and safety of members and people visiting your club, and you must provide adequate and appropriate equipment and facilities to enable first aid to be administered. In addition, you should implement policies and procedures that not only minimise the risk of accident, but also set out who is responsible for administering first aid, should an accident occur.

Requirements for meeting Tennis Clubmark criteria

Your club should have access to first aid equipment, guidelines for dealing with an incident/accident and policies and procedures for minimising the risk of accidents.

Section 3 - Policies and procedures

Criteria

Here is a summary of the information you need to produce and enclose within your evidence file to satisfy the requirements of section 3.

Section 3 - Policies and procedures

Ref	Criteria	Evidence required	Essential/ Desirable
3.1	Child protection		
3.1.1	The club adopts and maintains Tennis Clubmark guidelines for child protection.	Copy of guidelines stored accessibly at the club and adopted at a committee meeting	Essential
3.1.2	The club adopts and maintains the code of conduct for people working with children.	Confirmation that the policy has been adopted and is on display at the club	Essential
3.1.3	The club adopts and maintains the Tennis Clubmark child protection policy.	Copy of the policy and confirmation that it has been adopted and is on display at the club	Essential
3.1.4	The club adopts and maintains the Tennis Clubmark guide to safer recruitment.	Confirmation that the guide has been adopted and the date it was adopted	Essential
3.1.5	The club adopts and uses the Tennis Clubmark self-declaration form for coaches and volunteers.	Copies of completed forms	Essential
3.1.6	The club adopts and maintains Tennis Clubmark policy on the use of images of children and young people.	Policy on display at the club and copies of completed consent forms	Essential
3.1.7	2 club members have attended the LTA/UKCC child protection workshop (1 must be your coach).	Certificate of attendance	Essential
3.1.8	The club adopts and maintains the LTA's guidelines for travelling and staying away.	Confirmation that the guidelines have been adopted and the date they were adopted	Essential

Ref	Criteria	Evidence required	Essential/ Desirable
3.1.9	The club has a separate junior club membership form.	Copy of form	Essential
3.1.10	The club adopts and uses the trip and activity consent form.	Confirmation that form has been adopted	Essential
3.1.11	The club adopts and uses the incident report form.	Form to be made available at the club	Essential
3.2	Equality and diversity		
3.2.1	The club has a constitutional commitment to open access.	Submission of club constitution/open access policy and minutes confirming when it was adopted	Essential
3.2.2	The club adopts and implements an equality and diversity policy.	Copy of the policy, which is also to be displayed at the club	Essential
3.2.3	One member of the club has attended the Runningsports 'A club for all' workshop.	Certificate of attendance	Essential
3.2.4	One coach has attended a sportscoach UK 'Equity in your coaching' workshop.	Certificate of attendance	Essential
3.3	Codes of practice		
3.3.1	The club has a code of practice for parents and guardians/carers.	A copy of the code and a commitment to distribute it to parents	Essential
3.3.2	The club has a code of practice for young people.	A copy of the code and a commitment to distribute it to young people	Essential
3.3.3	The club allows players to wear coloured tennis/sports clothing.	To be included within the club's constitution	Essential
3.4	Health and safety		
3.4.1	The club has access to first aid equipment at all coaching and competition sessions.	A copy of the club policy, list of first aiders and where equipment is stored	Essential
3.4.2	Coaches have an up to date appointed first aid qualification.	Copy of certificate	Essential
3.4.3	The club has guidelines for dealing with an incident/accident.	Copy of guidelines	Essential

Ref	Criteria	Evidence required	Essential/ Desirable
3.4.4	The club has an accident report form.	Copy of form	Essential
3.4.5	The club has a risk assessment form for its facilities.	Copy of completed form	Essential
3.4.6	The club has a risk assessment form for coaches.	Copy of the completed form(s)	Essential

Section 3:

Policies and procedures

Resources

The LTA has produced the following resources to help you complete this section of your Tennis Clubmark folder:

Child protection

- Guidelines for child protection (3.1.1)
- Code of conduct for people working with children (3.1.2)
- Child protection policy (3.1.3)
- Guide to safer recruitment (3.1.4)
- Self-declaration form for coaches and volunteers (3.1.5)
- Use of images of children and young people policy (3.1.6)
- Guidelines for travelling and staying away (3.1.8)
- Junior club membership form (3.1.9)
- Trip and activity consent form (3.1.10)
- Incident report form (3.1.11)

Equality and diversity

- Constitution template (3.2.1)
- Equality and diversity policy template (3.2.2)

Codes of practice

- Code of practice for parents and guardians (3.3.1)
- Code of practice for young people (3.3.2)

Health and safety

- First aid equipment/qualified coaches template (3.4.1 & 3.4.2)
- Guidelines for dealing with an incident/accident (3.4.3)
- Accident report form (3.4.4)
- Club risk assessment form (3.4.5)
- Risk assessment form for coaches (3.4.6)

Courses

- Your county office can assist you in booking on relevant courses.

Section 3:

Policies and procedures

Evidence file

Section 3 - Policies and procedures

Evidence file

We enclose the following evidence in support our club's Tennis Clubmark application:

(Please **tick** all the relevant boxes to confirm the evidence you have enclosed.)

Section 3 - Policies and procedures

Ref	Criteria	Evidence required	Essential/ Desirable	Enclosed in evidence file
3.1	Child protection			
3.1.1	The club adopts and maintains Tennis Clubmark guidelines for child protection.	Copy of guidelines stored accessibly at the club and adopted at a committee meeting	Essential	
3.1.2	The club adopts and maintains the code of conduct for people working with children.	Confirmation that the policy has been adopted and is on display at the club	Essential	
3.1.3	The club adopts and maintains the Tennis Clubmark child protection policy.	Copy of the policy and confirmation that it has been adopted and is on display at the club	Essential	
3.1.4	The club adopts and maintains the Tennis Clubmark guide to safer recruitment.	Confirmation that the guide has been adopted and the date it was adopted	Essential	
3.1.5	The club adopts and uses the Tennis Clubmark self-declaration form for coaches and volunteers.	Copies of completed forms	Essential	
3.1.6	The club adopts and maintains Tennis Clubmark policy on the use of images of children and young people.	Policy on display at the club and copies of completed consent forms	Essential	
3.1.7	2 club members have attended the LTA/UKCC child protection workshop (1 must be your coach)	Certificate of attendance	Essential	

Ref	Criteria	Evidence required	Essential/ Desirable	Enclosed in evidence file
3.1.8	The club adopts and maintains the LTA's guidelines for travelling and staying away.	Confirmation that the guidelines have been adopted and the date they were adopted	Essential	
3.1.9	The club has a separate junior club membership form.	Copy of form	Essential	
3.1.10	The club adopts and uses the trip and activity consent form.	Confirmation that the form has been adopted	Essential	
3.1.11	The club adopts and uses the incident report form.	Form to be made available at the club	Essential	
3.2	Equality and diversity			
3.2.1	The club has a constitutional commitment to open access.	Submission of club constitution/open access policy and minutes confirming when it was adopted	Essential	
3.2.2	The club adopts and implements an equality and diversity policy.	Copy of the policy, which is also to be displayed at the club	Essential	
3.2.3	One member of the club has attended the Runningsports 'A club for all' workshop.	Certificate of attendance	Essential	
3.2.4	One coach has attended a sportscoach UK 'Equity in your coaching' workshop.	Certificate of attendance	Essential	
3.3	Codes of practice			
3.3.1	The club has a code of practice for parents and guardians/carers.	A copy of the code and a commitment to distribute it to parents	Essential	
3.3.2	The club has a code of practice for young people.	A copy of the code and a commitment to distribute it to young people	Essential	
3.3.3	The club allows players to wear coloured tennis/sports clothing.	To be included within the club's constitution	Essential	

Ref	Criteria	Evidence required	Essential/ Desirable	Enclosed in evidence file
3.4	Health and safety			
3.4.1	The club has access to first aid equipment at all coaching and competition sessions.	Copy of the club policy, list of first-aiders and where equipment is stored	Essential	
3.4.2	Coaches have an up to date appointed first aid qualification.	Copy of certificate	Essential	
3.4.3	The club has guidelines for dealing with an incident/accident.	Copy of guidelines	Essential	
3.4.4	The club has an accident report form.	Copy of form	Essential	
3.4.5	The club has a risk assessment form for its facilities.	Copy of completed form	Essential	
3.4.6	The club has a risk assessment form for coaches.	Copy of the completed form(s)	Essential	

Section 4:

Club management

Section 4 - Club management

Introduction and Tennis Clubmark requirements

The LTA has developed a range of resources and good practice documentation to assist you in managing and promoting your club.

4.1 - Communicating with members

Clubs need to develop good, long lasting relationships with all of their customers. Members should be given the opportunity to contribute to the running of the club, and they should be regularly updated with events, meetings and other opportunities for participation.

To help the LTA improve the service it provides, you should submit a full list of your playing members. This information will not be distributed to any third parties; it will be used to ensure that all of your members benefit directly from the LTA in the future.

Requirements for meeting Tennis Clubmark criteria

You should identify a suitable process for receiving feedback from club members and guests. You must detail how you welcome new members to your club, and describe the mechanisms you use to keep existing members informed. You also need to submit a full list of playing members.

4.2 - Promoting your club

To be successful, your club needs to attract new players, retain them, and help them to improve their game. It is really important to promote your club locally, to ensure potential members know what's available and how they can get involved. Clubs should also be proactive in encouraging all members of the community to participate in tennis. Make it clear that the venue and activities on offer are available, accessible and welcoming to disabled people.

Requirements for meeting Tennis Clubmark criteria

Examples of how you promote your club, showing that it is accessible and inclusive.

4.3 - Managing your workforce

It is important that you help your team of coaches and volunteers to develop their skills, and to deliver a great service to your members. Resources have been produced to assist you in recruiting and developing your workforce.

Requirements for meeting Tennis Clubmark criteria

You are required to submit copies of the job descriptions you use to recruit coaches and volunteers, and to outline how you help coaches and volunteers to develop.

Section 4 - Club management Criteria

Here is a summary of the information you need to produce and enclose within your evidence file to satisfy the requirements of section 4.

Section 4 - Club management

Ref	Criteria	Evidence required	Essential/ Desirable
4.1	Communicating with members		
4.1.1	The club gives members the opportunity to contribute to the running of the club.	Copies of feedback forms / suggestion box process	Essential
4.1.2	The club provides information for new members.	Copies of welcome packs for juniors and seniors. Induction letter to parents	Essential
4.1.3	The club provides regular information for members.	Example of a club newsletter	Essential
4.1.4	The club has prepared a full listing of playing members, enabling them to receive benefits directly from the LTA.	Excel spreadsheet of your players' details	Essential
4.2	Promoting your club		
4.2.1	The club promotes itself and its coaching programme locally using a variety of tools.	Examples of promotional material	Essential
4.3	Managing your workforce		
4.3.1	The club has a volunteer policy	Copy of policy	Essential
4.3.2	The club has a list of roles and responsibilities for volunteers and paid employees.	Copy of list	Essential
4.3.3	The club has a volunteer recruitment checklist.	Copy of checklist	Essential
4.3.4	The club has a volunteer agreement form.	Copy of form	Essential
4.3.5	The club has a coach, referee and volunteer recruitment log.	Copy of log	Essential

Ref	Criteria	Evidence required	Essential/ Desirable
4.3.6	The club has a consultancy agreement for coaching services.	Copy of contract	Essential
4.3.7	The club has a Head Club Coach job description.	Copy of job description	Essential
4.3.8	The club has a Development Coach and/or Tennis Assistant job description.	Copy of job description	Essential
4.3.9	The club has a Junior Co-ordinator job description.	Copy of job description	Essential
4.3.10	All club coaches are licensed or registered.	Confirmation that coaches are licensed or working towards their licenses.	Essential

Section 4:

Club management

Resources

The LTA has produced the following resources to help you complete this section of your Tennis Clubmark folder:

- Feedback form templates (4.1.1)
- Introductory letter to parents/carers (4.1.2)
- Example volunteer policy (4.3.1)
- Roles and responsibilities within the club (4.3.2)
- Volunteer recruitment checklist (4.3.3)
- Volunteer agreement template (4.3.4)
- Coach, referee and volunteer recruitment log (4.3.5)
- Consultancy agreement for coaching services (4.3.6)
- Job description templates (4.3.7, 4.3.8 & 4.3.9)

Section 4:

Club management

Evidence file

Section 4 - Club management Evidence file

We enclose the following evidence in support our club's Tennis Clubmark application:

(Please **tick** all the relevant boxes to confirm the evidence you have enclosed.)

Section 4 - Club management

Ref	Criteria	Evidence required	Essential/ Desirable	Enclosed in evidence file
4.1	Communicating with members			
4.1.1	The club gives members the opportunity to contribute to the running of the club.	Copies of feedback forms / suggestion box process	Essential	
4.1.2	The club provides information for new members.	Copies of welcome packs for juniors and seniors. Induction letter to parents	Essential	
4.1.3	The club provides regular information for members.	Example of a club newsletter	Essential	
4.1.4	The club has prepared a full listing of playing members, enabling them to receive benefits directly from the LTA.	Excel spreadsheet of your players' details	Essential	
4.2	Promoting your club			
4.2.1	The club promotes itself and its coaching programme locally using a variety of tools.	Examples of promotional material	Essential	
4.3	Managing your workforce			
4.3.1	The club has a volunteer policy	Copy of policy	Essential	
4.3.2	The club has a list of roles and responsibilities for volunteers and paid employees.	Copy of list	Essential	
4.3.3	The club has a volunteer recruitment checklist.	Copy of checklist	Essential	

Ref	Criteria	Evidence required	Essential/ Desirable	Enclosed in evidence file
4.3.4	The club has a volunteer agreement form.	Copy of form	Essential	
4.3.5	The club has a coach, referee and volunteer recruitment log.	Copy of log	Essential	
4.3.6	The club has a consultancy agreement for coaching services.	Copy of contract	Essential	
4.3.7	The club has a Head Club Coach job description.	Copy of job description	Essential	
4.3.8	The club has a Development Coach and/or Tennis Assistant job description.	Copy of job description	Essential	
4.3.9	The club has a Junior Co-ordinator job description.	Copy of job description	Essential	
4.3.10	All club coaches are be licensed or registered.	Confirmation that coaches are licensed or working towards their licenses.	Essential	